



REQUEST FOR QUOTATIONS

Arizona Game and Fish Department
2221 West Greenway Road
Phoenix, AZ 85023

RFQ NO.: Q06-09-C
Quotations will be accepted until 5:00 p.m.
on April 28, 2006

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Date: April 17, 2006

VENDOR NOTICE

THIS IS NOT A PURCHASE ORDER

Vendor should quote his best net price, FOB destination, including all delivery charges, including applicable taxes. Delivery schedule should be indicated in spaces provided below. Return your quotation promptly to the requesting Region/Branch at the FAX number indicated below. **NOTE: The State of Arizona's Uniform Terms and Conditions, and Instructions to Offerors are hereby incorporated by reference. These documents may be accessed at www.azspo.az.gov or by manually calling the Enterprise Procurement Services Office at (602) 5472-5511. A copy of these documents are on file and available for review in the Arizona Game and Fish Department Purchasing Office. It is the Offeror's responsibility to obtain the current revision of these documents.**

This procurement is expected to be between \$1,000.00 and \$10,000.00. In accordance with A.R.S. § 41-2535 and A.A.C. R2-7-335 this purchase is restricted to small businesses. A small business is one that, including its affiliates, is independently owned and operated, is not dominant in the type of business it conducts, and which employs fewer than 100 full-time employees or which had gross receipts of less than \$4 million dollars in its last fiscal year (A.R.S § 41-1001-14). BY SUBMITTING A QUOTE IN RESPONSE TO THIS SOLICITATION, AN OFFEROR CERTIFIES THAT IT IS A SMALL BUSINESS AS DEFINED ABOVE.

DELIVERY POINT:

Arizona Game & Fish Dept
2221 West Greenway Rd.
Phoenix, AZ 85023

Representative: Cindy Arnold
Phone No.: 602-789-3446
FAX No.: 602-789-3922

VENDOR QUOTATION

Item	Qty	Unit	Description	Unit Price	Extended Price
1	5,000	each	Furnish and Deliver to Arizona Game and Fish Department, numbered, 4-part, carbonless purchasing requisitions as per specifications on page 9 of 10.	\$ _____	\$ _____
2	10,000	each	Furnish and Deliver to Arizona Game and Fish Department, numbered, 4-part, carbonless purchasing requisitions as per specifications on page 9 of 10.	\$ _____	\$ _____
			Delivery to be F.O.B. Destination.		
			Over-Runs upon written approval from AGFD only.		
				Subtotal	\$ _____
				Tax (____) %	\$ _____
			THIS IS NOT A PURCHASE ORDER	GRAND TOTAL	\$ _____

THIS SECTION MUST BE COMPLETED BY VENDOR

Company Name	Address	City	State	Zip	Phone #
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Delivery is promised within _____ calendar days after receipt of an order. If payment is made within _____ days after receipt of goods or services, the buyer is entitled to a discount of _____% on the above-listed price(s).

Signature

Date

Typed Name and Title

Tax ID No. _____ "AN EQUAL OPPORTUNITY AGENCY" **FAX No.:** _____



REQUEST FOR QUOTATIONS (Continuation Sheet)

Arizona Game and Fish Department
2221 West Greenway Road
Phoenix, AZ 85023

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Quotations will be accepted until 5:00 p.m.
on April 28, 2006

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Date: April 17, 2006

VENDOR NOTICE

DELIVERY POINT:
Arizona Game & Fish Dept
2221 West Greenway Rd.
Phoenix, AZ 85023

Representative: Cindy Arnold
Phone No.: 602-789-3446
FAX No.: 602-789-3922

THIS FORM MUST BE RETURNED WITH YOUR OFFER

Price Increases:

1st Renewable Period _____ % Maximum Increase

2nd Renewable Period _____ % Maximum Increase

3rd Renewable Period _____ % Maximum Increase

4th Renewable Period _____ % Maximum Increase

Vendor Certification:

SMALL BUSINESS

A small business concern is defined as a business, including its affiliates, which is independently owned and operated; is not dominant in the field of operations in which it is bidding on State contracts; and can further quality under the criteria concerning number of employees, average annual receipts, or other criteria as prescribed by the Small Business Administrations.

_____ This company is a small business concern.

_____ This company is not a small business concern.

MINORITY BUSINESS ENTERPRISE

Please check all blanks that apply:

A minority business enterprise is defined by Section 3 of the Small Business Act as a small business that is owned and controlled by one or more minorities or women. Owned and controlled means a business that is at least 51 percent owned by one or more minorities or women. In the case of a publicly owned business at least 51 percent of the stock must be owned by one or more minorities or women and the management and daily business operations must be controlled by one or more of said individuals. Minority group members shall consist of those groups defined under Section 8 (a) of the Small Business Act.

_____ African America

_____ Native American


_____ Asian

_____ Other

_____ Hispanic

_____ Woman Owned

THIS IS NOT A PURCHASE ORDER

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1. PURPOSE

The purpose of this Request for Quotation (RFQ) is to establish a contract for the printing of purchasing requisitions for the Arizona Game and Fish Department (AGFD) in accordance with the requirements of the RFQ.

2. PROOF REQUIRED

It is the Contractor's/Printer's responsibility to obtain signed and dated proof(s) from the AGFD contact prior to a production run.

One (1) working day shall be scheduled for AGFD proofing.

3. CIVIL RIGHTS NOTIFICATION

The AGFD prohibits discrimination on the basis of race, color, sex, national origin, age, disability in its programs and activities. If anyone believes they have been discriminated against in any of the AGFD programs or activities, including its employment practices, the individual may file a complaint alleging discrimination directly with the AGFD Deputy Director, 2221 W. Greenway Rd., Phx., AZ 85023, (602) 789-3290, or the U.S. Fish and Wildlife Service, 4040 N. Fairfax Dr., Suite 130, Arlington, VA 22203. If you require this document in an alternative format, please contact the AGFD Deputy Director as listed above or call TTY at 1-800 367-8939.

4. CIVIL RIGHTS ASSURANCE STATEMENT

The Contractor and Subcontractors are subject to Title VI of the Civil Rights Act of 1964, Section 504 of Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Title IX of the Education Amendment of 1972, and offers all persons the opportunity to participate in programs or activities regardless of race, color, national origin, age, sex, or disability. Further, it is agreed that no individual will be turned away from or otherwise denied access to or benefit from any program or activity that is directly associated with a program of the recipient on the basis of race, color, national origin, age, sex (in educational activities) or disability.

NOTE: An Assurance Statement will be required to be signed by an individual, private organization, or institution receiving fish and wildlife conservation assistance under the following circumstances:


A. If the premises are at any time opened to the public.

B. If Hunter or Aquatic Resource Education, or any other information/education program sponsored by AGFD, is held on private property.

5. INSURANCE

Vendor shall procure and maintain, until all of their obligations, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the purchase and or use of the commodity.

The Insurance Requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Vendor from liabilities that might arise out of the purchase and use of the commodities sold under this Contract by the Vendor, his agents, representatives, employees or subcontractors and Vendor is free to purchase such

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additional insurance as may be determined necessary.

- A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage at least as broad and with limits of liability not less than those stated below.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability.

General Aggregate	\$1,000,000
Products – Completed Operations Aggregate	\$ 500,000
Personal and Advertising Injury	\$ 500,000
Fire Legal Liability	\$ 25,000
Blanket Contractual Liability – Written and Oral	\$ 500,000
Each Occurrence	\$ 500,000

2. **Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL) \$ 500,000

The policy shall be endorsed to include the following additional insured language: *“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor.”*

3. **Worker's Compensation and Employers' Liability**

A. **Workers' Compensation Statutory
Employers' Liability**


Each Accident	\$ 100,000
Disease – Each Employee	\$ 100,000
Disease – Policy Limit	\$ 100,000

Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.

- B. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. §23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

- B. **ADDITIONAL INSURANCE REQUIREMENTS:** The policies are to contain, or be endorsed to contain, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of


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liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.

2. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
 3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.
 - A. C. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this Contract shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to, Cindy Arnold, *The Arizona Game and Fish Department, Purchasing Office, 2221 W. Greenway Road, Phoenix, AZ 85023*, and shall be sent by certified mail, return receipt requested.
 - D. **ACCEPTABILITY OF INSURERS:** Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Vendor from potential insurer insolvency.
 - E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.
- All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.
- All certificates required by this Contract shall be sent directly to: Cindy Arnold, *The Arizona Game and Fish Department, Purchasing Office, 2221 W. Greenway Road, Phoenix, AZ 85023*. The State of Arizona project/contract number and project description are to be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**
- F. **APPROVAL:** Any modification or variation from the Insurance Requirements in this Contract must have prior approval from the State of Arizona Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal contract amendment, but may be made by administrative action.
 - G. **EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university then none of the above shall apply.
 6. **INDEMNITY**

Contractor agrees to indemnify, defend, save and hold harmless the State of Arizona, and their respective directors, officers, officials, agents and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, costs, losses, or expenses, including reasonable attorney's fees, (hereinafter collectively referred to as "Claims") arising out of actual or alleged bodily injury or personal injury of any person (including death) or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of Contractor's directors, officers, agents, employees, volunteers or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of

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Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Contractor from and against any and all Claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

7. ESTIMATED QUANTITIES

The quantities listed in the RFQ are estimates only. Actual quantities purchased may vary from estimates. The State reserves the right to purchase greater or lesser quantities than indicated without penalty.

8. CONTRACT TERM

The term of any resultant contract will commence upon date of award and will continue for one year , unless terminated, cancelled or extended as otherwise provided herein.

9. CONTRACT EXTENSION

The Department may unilaterally extend the period of any resultant contract for thirty-one (31) days beyond the stated expiration date. In addition, by mutual written agreement, any resultant contract may be extended for a supplemental period up to a maximum of forty-eight (48) months.

10. METHOD OF PAYMENT

The vendor shall be paid within 30 days of the receipt of an itemized invoice. *No overruns unless contractor receives written approval by AGFD.* All payments shall be made in arrears.


11. PRICE ADJUSTMENT

All prices and percentages in the contract shall remain firm for a one (1) year period after award of contract. The AGFD may review a fully documented request for a price or percentage adjustment only after the contract has been in effect for one (1) year. A price or percentage adjustment shall only be considered if the adjustment does not exceed the percent maximum increase approved at time of contract award.

Provide the maximum percentages of increase for each renewal period on the price sheet in the spaces provided. The Offeror is cautioned that the percentages shall be computed against the *ORIGINAL CONTRACT PRICE* for each renewable period. If the following blanks are not completed, prices during the renewal periods shall be the same as during the original.

Further, the Offeror is advise that the State of Arizona does not automatically grant any increase at the time of renewing the contract and that if an increase is requested, documentation of need must be provided by the contractor at the time of renewal. The price or percentage adjustment, if approved, will be effective upon the first day of the month following approval.

12. DELIVERY

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Delivery is desired as soon as possible, but required no later than 7 days after receipt of order.

Bid prices will be F.O.B. Destination, including all delivery charges. All risks of transportation and all related charges will be the responsibility of the contractor. All claims for visible or concealed damage will be filed by the Contractor. The State will notify the Contractor promptly of any damaged goods and will assist the Contractor in arranging for inspection.

Delivery will be accomplished during normal working hours, 8:00 a.m. to 5:00 p.m., Monday through Friday.

13. ACCEPTANCE

Each item delivered shall be subject to a complete inspection by AGFD personnel prior to acceptance. Inspection criteria shall include, but not be limited to conformity to the specifications, quality workmanship and materials. Ten (10) calendar days shall be allowed for this process. If the delivered items are returned to the Contractor prior to the acceptance for any reason, additional periods of ten (10) calendar days shall be allowed for inspection when subsequent deliveries occur.

14. ORIGINALS

All originals, photographs, slides, artwork, paste-up boards, negatives, disks, and magnetic media (if any) used in the production of the printing called for in the RFQ shall remain and/or become the property of the AGFD; all artwork, slides, and computer disks shall be returned within three (3) work days after product is delivered to the printer. All artwork, paste-up boards, negatives, disks, and magnetic media shall be in a reusable condition and any damage thereof shall be considered the responsibility of the successful Contractor's.

15. TAXES

The applicable State and local taxes will be listed on the price sheet.

16. LICENSES

Contractor will maintain in current status all federal, state and local licenses and permits required for the operation of the business conducted by the Contractor. The Contractor will be responsible for ensuring the current license and permit status of subcontractors, if any.


Failure of the Contractor to obtain or maintain approved federal, state and local licenses and permits required for the operation of the business and performance may be considered a failure to perform to expectations

17. CONTRACTS ADMINISTRATION

Following award, the Contractor(s) will contact the AGFD Purchasing Office assigned buyer for guidance or direction in contract interpretation or questions regarding the terms, conditions or scope of the contract.

18. CONTRACT MODIFICATIONS

The State and AGFD will reserve the right to modify this contract as circumstances may require without penalty to fulfill the AGFD needs. The Contractor (s) will be notified prior to any changes in the contract.

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19. INCLUSIVE OFFERORS


Offeror(s) are encouraged to make every effort to utilize subcontractors that are small, women-owned and/or minority owned business enterprises. Offerors who are committing a portion of their work to such subcontractors shall do so by identifying the type of service and work to be performed by providing detail concerning your organization's utilization of small, women-owned and/or minority business enterprises. Emphasis should be placed on specific areas that are subcontracted and percentage of contract utilization and how this effort will be administered and managed, including reporting requirements.

20. OFFSHORE PERFORMANCE OF WORK PROHIBITED

Due to security and identity protection concerns, all services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by subcontractors at all tiers. Offerors shall declare all anticipated offshore services in the proposal.

21. FEDERAL IMMIGRATION AND NATIONALITY ACT

The contractor(s) shall remain in compliance with all federal, state and local immigration laws and regulations relating to the immigration status of their employees during the term of the contract. Further, the contractor(s) shall flow down this requirement to all subcontractors utilized during the term of the contract. The State shall retain the right to perform random audits of contractor and subcontractor records or to inspect papers of any employee thereof to ensure compliance. Should the State determine that the contractor(s) and/or any subcontractor(s) be found noncompliant, the State may pursue all remedies allowed by law, including, but not limited to suspension of work, cancellation of contract and suspension and/or debarment of the contractor.

	SPECIFICATIONS		Arizona Game and Fish Department Purchasing Office 2221 West Greenway Road Phoenix, Arizona 85023-4399
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Description: ARIZONA GAME & FISH DEPARTMENT PURCHASING REQUISITIONS
 Quantity: 6,000
 Finished Size: 11" x 8 1/2"
 Stock: 4 part, carbonless form, Goldenrod/Pink/Canary/White 20#
 Ink Color: Printed in one color-green or grey.
 Binding: Padded on top
 Numbering: Numbered exactly R7 000001 – R7 006000.
 Completion: Completion is desired as soon as possible, but required no later than 7 days ARO.
 Proofs: Blueline
 Packaging: Packages of 50, shrink wrapped. Contents and quantity shall be labeled on carton and shall not exceed 50 lbs.
 General Info: Blueline proof shall be provided by vendor. All originals, diskettes, photographs, artwork, paste-ups and negatives (if any) used in the production of the printing shall remain and/or become the property of AGFD and shall be delivered after the printing job has been completed.

Vendors are responsible to inspect copy, artwork, or samples before submitting bids.

